

Executive Assistant to the Director & Chief Human Capital Officer
Department of Human Resources
City of Baltimore

Is this you? Are you a savvy, astute, energetic, highly experienced administrative professional who successfully navigates through constant challenges and competing/shifting priorities in an exciting culture driven by high standards and excellence? Are you a problem-solver who can deliver desired outcomes? Are you exacting, resourceful, and committed to always doing your best work? If these competencies describe you, this could be your next role.

This essential role regularly provides a high volume of executive and administrative support to the Director & Chief Human Capital Officer including liaising within the Department and across City Agencies; drafting correspondence; typing presentations and reports; calendar, records, and project management; meeting, activity/event coordination and preparation; scribing; telephone and guest reception; supply ordering and management; mail and message delivery, retrieval, and relay; business errands.

Requirements & Qualifications:

- 7-10 years' direct experience providing administrative assistance/support to executive in a large, complex organization.
- Bachelor's degree or equivalent professional work experience.
- Effectively works with and interacts amongst all levels of staff within a diverse culture, and political environment.
- Analytical acumen and keen problem solving skills.
- Embraces challenges and obstacles with resolute determination.
- Excellent verbal and written communications skills.
- High level of professionalism, courtesy, tact, and diplomacy.
- Expertly navigates through and manages competing and shifting priorities with required urgency/immediacy.
- Manages duties and responsibilities with required confidentiality, discretion, and sensitivity.
- Highly intuitive, anticipates needs in advance, and initiates appropriate responsive action.
- Confers with, seeks guidance from, and immediately elevates complex situations and recurring problems and issues to the Director & Chief Human Capital Officer.
- Works independently with minimal supervision.
- Microsoft Office Suite proficiency.

How to Apply

Qualified applicants are encouraged to submit letter of interest and resume via email to talent.masters@baltimorecity.gov. Candidate finalist must successfully pass a criminal background investigation check and drug/alcohol screenings. No phone calls, please.

EOE/M/F/D/V